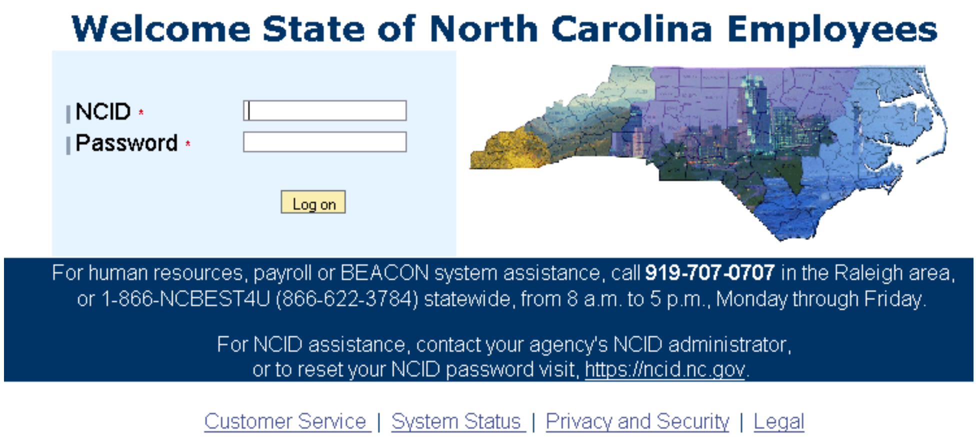
PROCESSES FOR THE AGENCY TRAINING AGENT

This Job Aid will assist Training Agents in the various processes to register students for classes and how to maintain student database in the Learning Management System (LMS).

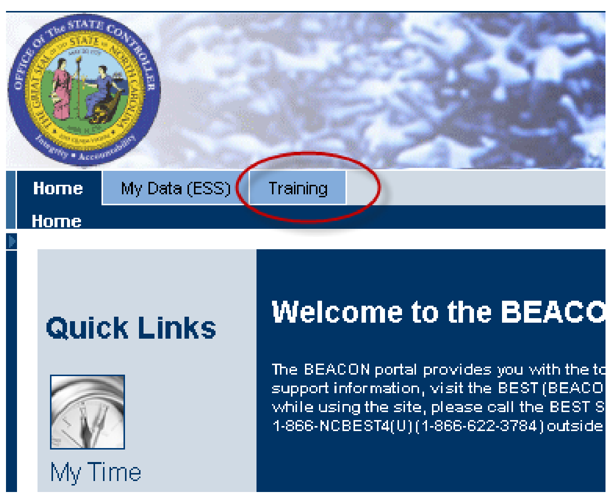
Logging On

1. Access the employee portal web page: https://mybeacon.nc.gov.



2. Enter your NCID and password.

3. Click the Log On button. 



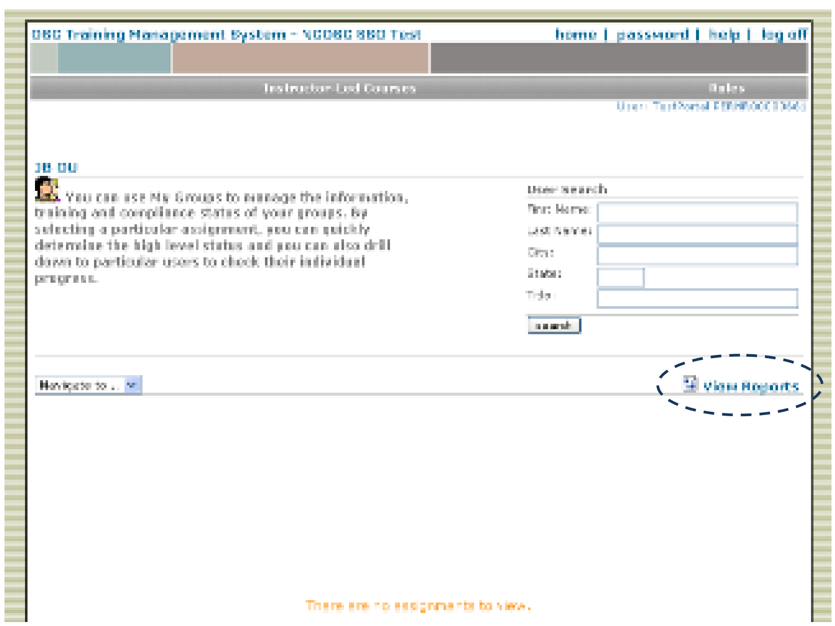
4. Click the Training tab. The LMS entry page is displayed.

5. Click the **Submit** button Submit and your personal Home page will be displayed.

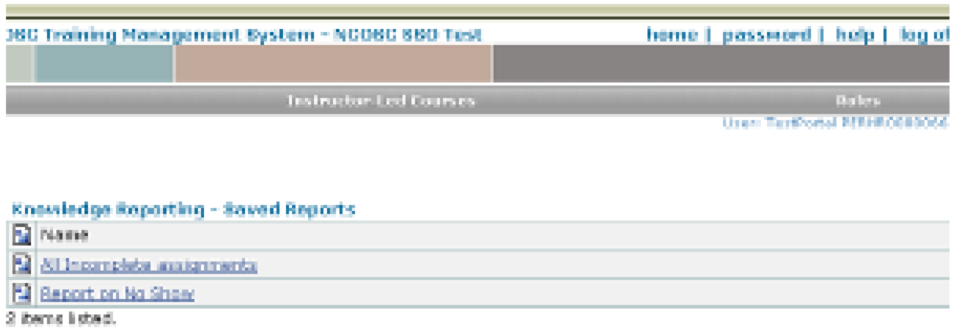
Running a Report

1. From your Home page, click on **Roles** tab.

2. Select an **Agency** (Required only if you manage more than 1 agency. If you manage only 1, it will be selected for you).

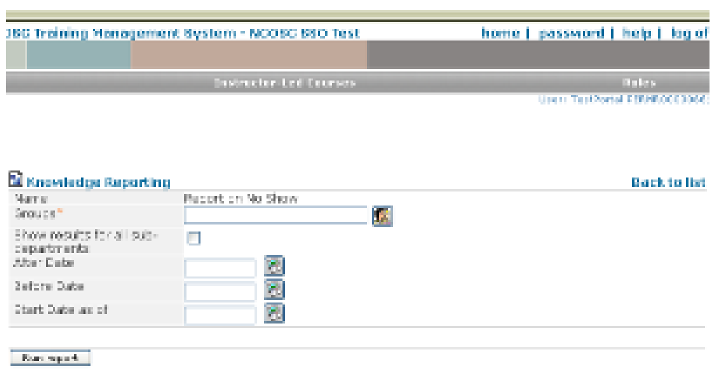


3. Click icon (this is to view the saved reports).

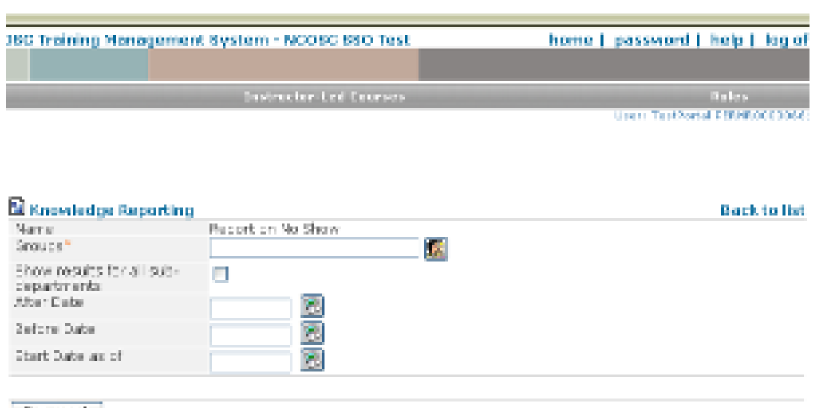


4. From the *Knowledge Reporting-Saved Reports* screen, click on **any saved report** name link. (The LMS administrator creates reports for your use).

5. From the Knowledge Reporting screen, click the  icon and select an OU/Agency.



6. Select the *optional* **Before Date**, **After Date** and/or **Started as of** dates if required. (**NOTE:** - These fields are usually <u>not</u> required).



7. Click the **Run Report** button.

Enrolling Users in a Session

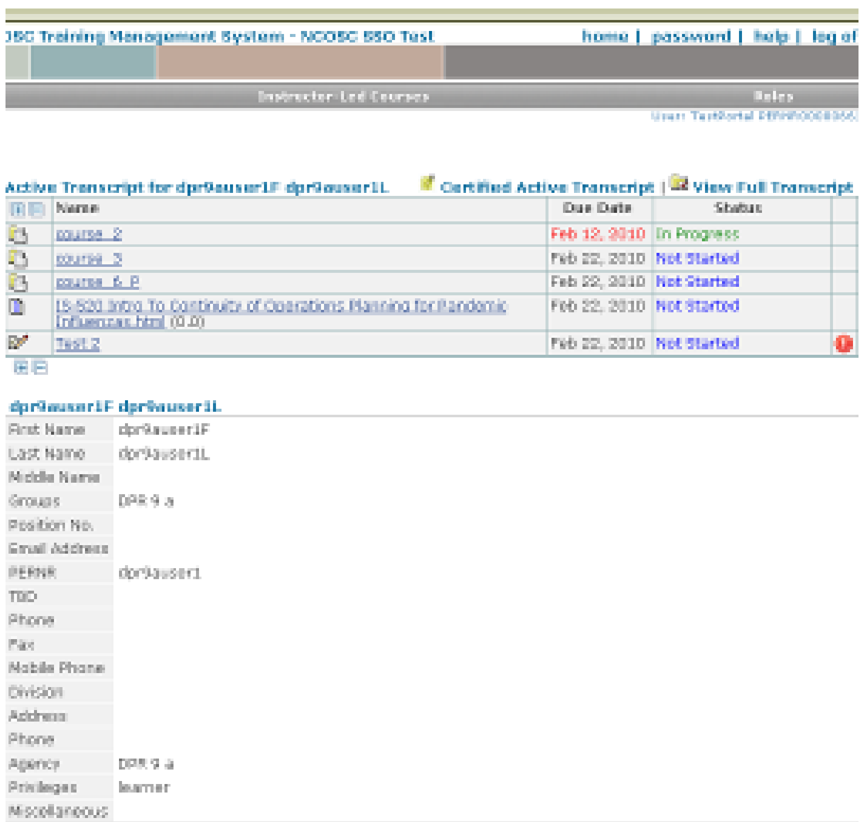
Enroll users from the Roles tab.

1. Click the **Roles** tab.

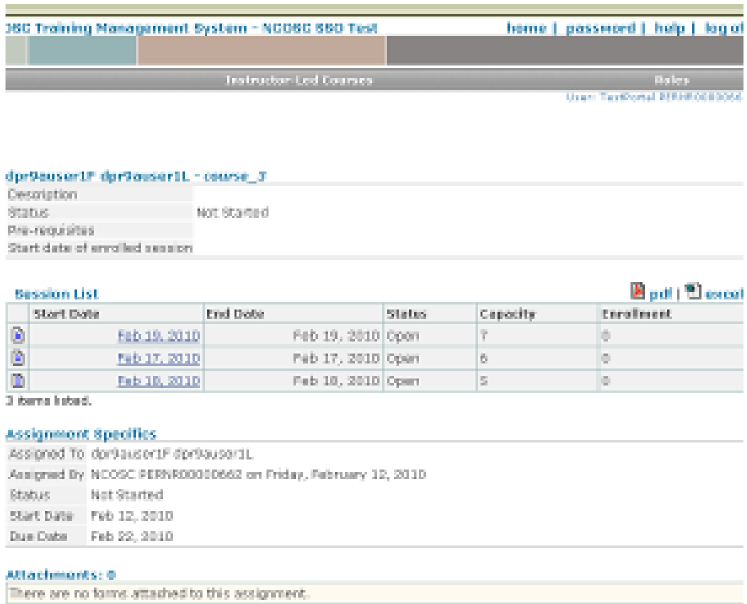
2. Select an **Agency** (Required only if you manage more than 1 agency. If you manage only 1, it will be selected for you).

3. Click the **Search** button.

4. Select a **user** that has the course assignment.



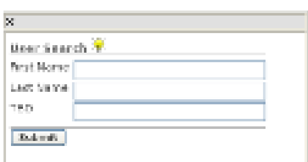
5. Click the **course name** from the user's active transcript.

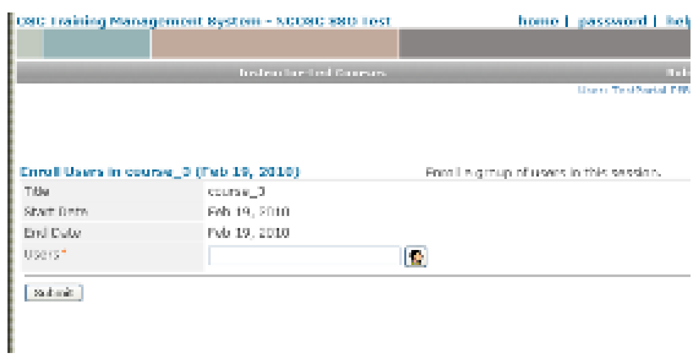


6. Click the desired **Start Date link** from the Session List section.

7. Click  icon to Enroll Others.

8. Click ‘’ icon to select other users for enrollment.





9. Click the **Submit** button from the Users Search panel located on the right side.

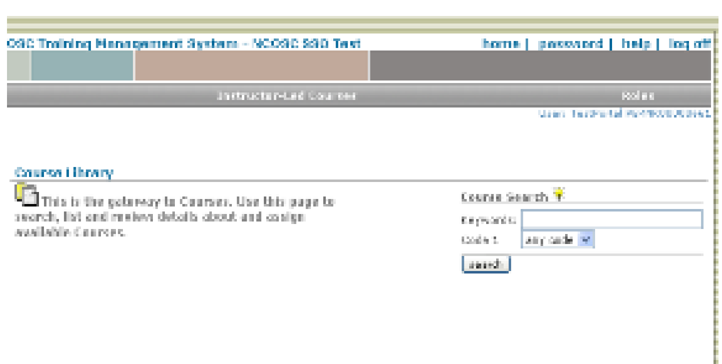
10. Click inside the checkboxes to select the users.

11. Click **Select** button. All selected users are listed on the Enrolled Users screen.

12. If you wish to remove a user before submitting, click the **X** button.

13. Click the **Submit** button from the Enroll Users in Course Name (Session Date) screen.

Enroll users from the Instructor-Led Training tab



1. Click the Instructor-Led Training tab.

2. Click the **Search** button.

3. Click the **course name** from the Course Search Result section.

4. From the Sessions List section, click the desired **session Start Date**.

5. Click  icon to Enroll Others.

6. Click  icon to **select others** for enrollment.

7. Click the **Submit** button from the Users Search panel.

8. Check the **checkboxes** to select the users.

9. Click the **Select** button.

10. Click the **Submit** button from Enroll Users in Course Name (Session Date) screen.

Viewing a List of Enrolled Users in a Session

From the Roles tab…

1. Click the **Roles** tab.

2. Select an **Agency** (if necessary).

3. Click the **Search** button.

4. Select a **user** that has a course assignment and is enrolled in a session.

5. Click the **course** in which the user is enrolled.

6. Click the **Session date link**.

7. Click icon to view session roster.

<u>If a user is assigned a course, but not yet enrolled:</u>

8. Click the **course assignment** for the User.

9. From the Sessions List section, click the **Session start date**.

10. Click icon to view session roster.

From the Course tab…

1. Click the **Course** tab.

2. Click the **Search** button and select a course.

3. Select the session that has enrolled users.

4. Click icon to view session roster.

Removing Users from an Enrolled Session

Cancel user enrollment from Roles tab

1. Click the **Roles** tab.

2. Select an **Agency** (if necessary).

3. Click on the **Search** button.

4. Select a user that has course assignments and is enrolled in at least one course.

5. Click on the course in which the user is enrolled.

6. Click the **Cancel enrollment** button.

Cancel user enrollment from Course tab

1. Click the **Course** tab.

2. Click the **Search** button and select a course.

3. Select the **session** that has enrolled users.

4. Click  icon to view session roster.

5. From the Session Roster screen, click the **user name** that is enrolled in the session.

6. Click **Cancel enrollment**.